

PERMIT NUMBER:

APPLICATION FOR SPECIAL LAND USE - SITE PLAN REVIEW

Georgetown Charter Township
1515 Baldwin St, P.O. Box 769
Jenison, MI 49429
616-457-2340

revised: 1/26/09

APPLICANT INFORMATION

COMPANY NAME:

PHONE:

APPLICANT NAME:

TITLE:

ADDRESS:

CITY / STATE / ZIP:

PROPERTY INFORMATION

COMPANY NAME:

PHONE:

OWNER / AGENT NAME:

TITLE:

ADDRESS:

CITY / STATE / ZIP:

PARCEL NUMBER:

ZONING DISTRICT:

USE INFORMATION

PROPOSED USE:

IS THIS REQUEST SUBMITTED IN CONJUNCTION WITH ANY OTHER REQUEST? IF YES, EXPLAIN.

STATE THE REASON WHY A SPECIAL LAND USE APPROVAL IS BEING REQUESTED IN THIS LOCATION:

SEC. 20.3(A) OF THE GEORGETOWN TOWNSHIP ZONING ORDINANCE ESTABLISHES FOUR GENERAL STANDARDS THAT ALL SPECIAL LAND USES MUST MEET. THESE ARE LISTED IN THE INFORMATION ACCOMPANYING THIS FORM. IN THE SPACE BELOW OR ON ADDITIONAL PAGES, IF NEEDED, STATE HOW THIS REQUEST CONFORMS TO EACH OF THE FOUR REVIEW STANDARDS.

TEN (10) FOLDED COPIES OF A COMPLETE SITE PLAN CONTAINING ALL THE INFORMATION REQUIRED BY SECTION 19.5 OF THE GEORGETOWN CHARTER TOWNSHIP ZONING ORDINANCE MUST ACCOMPANY THIS APPLICATION, ALONG WITH A FEE AS ESTABLISHED BY THE TOWNSHIP BOARD. THE ATTACHED INSTRUCTIONS SHOULD BE RETAINED BY THE APPLICANT.

APPLICANT SIGNATURE

IT IS THE APPLICANT'S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THE TOWNSHIP ZONING ORDINANCE IN ALL RESPECTS AND TO PROVIDE THE NECESSARY INFORMATION TO THE TOWNSHIP FOR APPROVAL. COPIES OF THE ORDINANCE MAY BE OBTAINED FROM THE GEORGETOWN TOWNSHIP WEBSITE AT WWW.GEORGETOWN-MI.GOV. BY SIGNING, PERMISSION IS GRANTED FOR THE TOWNSHIP STAFF TO ENTER THE SUBJECT PROPERTY FOR PURPOSES OF GATHERING INFORMATION TO REVIEW THIS REQUEST. A ZONING COMPLIANCE CERTIFICATE MUST BE OBTAINED PROPR TO OCCUPYING, OPERATING OR USE OF THE STRUCTURE. I ACKNOWLEDGE THERE ARE NO REFUNDS FOR ANY REASON.

APPLICANT SIGNATURE:

DATE:

FOR OFFICE USE ONLY

DATE OF PREAPPLICATION MEETING:

DATE OF PLANNING COMMISSION MEETING:

DATE OF TOWNSHIP BOARD MEETING:

DATE NOTICE PUBLISHED:

DATE PROPERTY NOTICES WERE SENT:

SPECIAL LAND USE REVIEW PROCESS AND STANDARDS

REVIEW PROCESS: REVIEW AND ACTION ON THE SPECIAL LAND USE REQUEST INVOLVES BOTH THE PLANNING COMMISSION AND TOWNSHIP BOARD. THE PROCESS IS AS FOLLOWS:

1. THE APPLICATION FOR SPECIAL LAND USE APPROVAL, ALONG WITH A FILING FEE AND 10 FOLDED COPIES OF A COMPLETE SITE PLAN MUST BE SUBMITTED TO THE TOWNSHIP ZONING ADMINISTRATOR. THE SITE PLAN MUST CONFORM TO THE REQUIREMENTS OF SEC. 19.5 OF THE ZONING ORDINANCE. ALL MATERIALS MUST BE SUBMITTED ACCORDING TO TOWNSHIP DEADLINES FOR A MEETING.
2. A PREAPPLICATION MEETING MUST BE HELD WITH THE APPLICANT AND ZONING ADMINISTRATOR AT LEAST FIVE BUSINESS DAYS PRIOR TO THE APPLICATION DEADLINE.
3. THE ZONING ADMINISTRATOR WILL REVIEW THE APPLICATION, SITE PLAN AND ANY OTHER INFORMATION PROVIDED IN SUPPORT OF THE REQUEST.
4. A NOTICE OF THE PUBLIC HEARING WILL BE PUBLISHED AND PROPERTY NOTICES WILL BE SENT ACCORDING TO STATUTORY REQUIREMENTS.
5. AT ITS NEXT REGULAR MEETING, THE PLANNING COMMISSION WILL CONDUCT A PUBLIC HEARING CONCERNING THE REQUEST. THE APPLICATION OR A REPRESENTATIVE MUST BE PRESENT AT THE MEETING OR THE MATTER WILL NOT BE CONSIDERED AND THE REVIEW WILL BE DELAYED UNTIL THE FOLLOWING MEETING. FOLLOWING DELIBERATIONS, USUALLY AT THE SAME MEETING, THE PLANNING COMMISSION WILL TAKE TWO ACTIONS. FIRST, A RECOMMENDATION WILL BE MADE TO THE TOWNSHIP BOARD CONCERNING THE SPECIAL LAND USE REQUEST. SUCH RECOMMENDATION WILL BE TO APPROVE, DENY, TABLE OR APPROVE WITH CONDITIONS. SECOND, THE PLANNING COMMISSION WILL ACT ON THE SITE PLAN.
6. THE TOWNSHIP BOARD, AT ITS NEXT REGULAR MEETING (SECOND OR FOURTH MONDAY OF THE MONTH) WILL CONSIDER THE REQUEST, ALONG WITH THE PLANNING COMMISSION RECOMMENDATION, AND WILL EITHER APPROVE, DENY, TABLE OR APPROVE WITH CONDITIONS THE APPLICANT'S REQUEST.
7. IF THE PROPOSED DEVELOPMENT REQUIRES A VARIANCE FROM ANY PROVISION OF THE GEORGETOWN CHARTER TOWNSHIP ZONING ORDINANCE, A VARIANCE REQUEST SHALL BE BROUGHT BEFORE THE TOWNSHIP ZONING BOARD OF APPEALS BEFORE ANY ACTION WILL BE TAKEN BY THE PLANNING COMMISSION WITH REGARD TO THE SITE PLAN.
8. AN APPROVED PROJECT MUST BE UNDER CONSTRUCTION WITHIN ONE (1) YEAR OF RECEIVING APPROVAL OR THE APPROVAL BECOMES NULL AND VOID. ONE (1) SIX (6) MONTH EXTENSION OF THIS APPROVAL MAY BE GRANTED WITH THE APPROVAL OF THE TOWNSHIP BOARD.
9. CHANGES TO AN APPROVED SITE PLAN, IN CONJUNCTION WITH A SPECIAL LAND USE APPROVAL, MUST BE APPROVED BY THE ZONING ADMINISTRATOR (MINOR CHANGES) OR THE PLANNING COMMISSION (MAJOR CHANGES), AS DEFINED IN SEC. 19.8 OF THE ZONING ORDINANCE.
10. IF A REQUEST FOR SPECIAL LAND USE APPROVAL IS DENIED, THE APPLICANT MAY NOT RESUBMIT THE REQUEST FOR ONE (1) YEAR, UNLESS NEW FACTS CAN BE PRESENTED WHICH ARE LIKELY TO RESULT IN AN APPROVAL OF THE REQUEST.

REVIEW STANDARDS: SOME LAND USES BECAUSE OF THEIR UNIQUE CHARACTERISTICS MAY NOT BE APPROPRIATE IN ALL LOCATIONS WITHIN A GIVEN ZONING DISTRICT. FOR THIS REASON, THEY ARE CONSIDERED TO BE SPECIAL LAND USES SUBJECT TO REVIEW BY THE TOWNSHIP TO DETERMINE WHETHER OR NOT THEY SHOULD BE ALLOWED IN A SPECIFIC LOCATION. IN MAKING THEIR RESPECTIVE DECISIONS, THE PLANNING COMMISSION AND TOWNSHIP BOARD MUST FOLLOW THE GENERAL STANDARDS PRESCRIBED BY ZONING ORDINANCE {SEC. 20.3(A)} AND ANY SPECIFIC STANDARDS THAT MAY BE ESTABLISHED IN THE ORDINANCE (SEC. 20.4) FOR A SPECIFIC USE.

IT IS THE RESPONSIBILITY OF EACH APPLICANT FOR SPECIAL LAND USE APPROVAL TO DEMONSTRATE THAT THESE STANDARDS WILL BE MET. THE GENERAL STANDARDS {SEC. 20.3(A)} ARE AS FOLLOWS:

1. BE DESIGNED, CONSTRUCTED, OPERATED AND MAINTAINED SO AS TO BE HARMONIOUS AND APPROPRIATION APPEARANCE, WITH THE EXISTING OR INTENDED CHARACTER OF THE GENERAL VICINITY AND THAT SUCH A USE WILL NOT CHANGE THE ESSENTIAL CHARACTER OF THE AREA IN WHICH IT IS PROPOSED.
2. BE SERVED ADEQUATELY BY ESSENTIAL PUBLIC FACILITIES AND SERVICES SUCH AS HIGHWAYS, STREETS, POLICE, FIRE PROTECTION, DRAINAGE STRUCTURES, REFUSE DISPOSAL, WATER AND SEWAGE FACILITIES OR SCHOOLS.
3. NOT CREATE EXCESSIVE ADDITIONAL REQUIREMENTS AT PUBLIC COST FOR PUBLIC FACILITIES AND SERVICES.
4. NOT INVOLVE USES, ACTIVITIES, PROCESSES, MATERIALS AND EQUIPMENT OR CONDITIONS OF OPERATION THAT WILL BE DETRIMENTAL TO ANY PERSONS, PROPERTY OR THE GENERAL WELFARE BY REASON OF EXCESSIVE PRODUCTION OF TRAFFIC, NOISE, SMOKE, FUMES, GLARE OR ODORS.

SEC. 19.4 SITE PLAN REQUIREMENTS.

EACH SITE PLAN SUBMITTED SHALL CONTAIN THE FOLLOWING INFORMATION, UNLESS SPECIFICALLY WAIVED BY THE PLANNING COMMISSION. (REVISED 6-8-1999)

- (A) THE DATE, NORTH ARROW, AND SCALE. THE SCALE SHALL BE NOT LESS THAN 1"=20' FOR PROPERTY UNDER THREE (3) ACRES AND AT LEAST 1"=100' FOR THOSE THREE (3) ACRES OR MORE.
- (B) THE NAME AND FIRM ADDRESS OF THE PROFESSIONAL INDIVIDUAL RESPONSIBLE FOR THE PREPARATION OF THE SITE PLAN.
- (C) THE NAME AND ADDRESS OF THE PROPERTY OWNER OR PETITIONER.
- (D) A LOCATIONAL SKETCH.
- (E) LEGAL DESCRIPTION OF THE SUBJECT PROPERTY.
- (F) THE SIZE (IN ACRES) OF THE SUBJECT PROPERTY.
- (G) PROPERTY LINES AND REQUIRED SETBACKS SHOWN AND DIMENSIONED.
- (H) THE LOCATION OF ALL EXISTING STRUCTURES, DRIVEWAYS, AND PARKING AREAS WITHIN 100' OF THE SUBJECT PROPERTY'S BOUNDARY.
- (I) THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES ON THE SUBJECT PROPERTY.
- (J) THE LOCATION OF ALL EXISTING AND PROPOSED DRIVES (INCLUDING DIMENSIONS AND RADII), ACCELERATION/DECELERATION LANES, SIDEWALKS, , SIGNS, EXTERIOR LIGHTING, CURBING, PARKING AREAS (INCLUDING THE DIMENSIONS OF A TYPICAL PARKING SPACE AND THE TOTAL NUMBER OF PARKING SPACES TO BE PROVIDED), AND UNLOADING AREAS, .
- (K) THE LOCATION, PAVEMENT WIDTH AND RIGHT-OF-WAY WIDTH OF ALL ABUTTING ROADS, STREETS, ALLEYS OR EASEMENTS.
- (L) THE EXISTING ZONING AND USE OF ALL PROPERTIES ABUTTING THE SUBJECT PROPERTY.
- (M) THE LOCATION OF ALL EXISTING VEGETATION AND THE LOCATION, TYPE, AND SIZE OF ALL PROPOSED LANDSCAPING, AND THE LOCATION, HEIGHT AND TYPE OF EXISTING AND PROPOSED FENCES AND WALLS.
- (N) SIZE AND LOCATION OF EXISTING AND PROPOSED UTILITIES, INCLUDING PROPOSED CONNECTIONS TO PUBLIC SEWER OR WATER SUPPLY SYSTEMS.
- (O) THE LOCATION AND SIZE OF ALL SURFACE WATER DRAINAGE FACILITIES.
- (P) EXISTING AND PROPOSED TOPOGRAPHIC CONTOURS AT A MAXIMUM OF FIVE (5) FOOT INTERVALS.
- (Q) RECREATION AREAS, COMMON USE AREAS, FLOOD PLAIN AREAS AND AREAS TO BE CONVEYED FOR PUBLIC USE AND PURPOSE.
- (R) SUMMARY SCHEDULES AND VIEWS SHOULD BE AFFIXED AS APPLICABLE IN RESIDENTIAL DEVELOPMENTS, WHICH GIVE THE FOLLOWING DATA:
 - (1) THE NET RESIDENTIAL SITE AS DEFINED IN CHAPTER II, SECTION 2.22 EXPRESSED IN ACRES, INCLUDING BREAKDOWNS FOR ANY SUB-AREAS OR STAGING AREAS.
 - (2) THE NUMBER OF DWELLING UNITS PROPOSED (BY TYPE), INCLUDING TYPICAL FLOOR PLANS FOR EACH TYPE OF DWELLING UNIT.
 - (3) THE NUMBER AND LOCATION (BY CODE IF NECESSARY) OF EFFICIENCY AND ONE OR MORE BEDROOMS UNITS.
 - (4) TYPICAL ELEVATION VIEWS OF THE FRONT AND SIDE OF EACH TYPE OF BUILDING.

SEC. 19.5 SUBMITTAL AND APPROVAL.

- (A) THE SITE PLAN COMPLETED APPLICATION FORM, AND APPLICATION FEE SHALL BE SUBMITTED TO THE ZONING ADMINISTRATOR, BY THE PETITIONER OR HIS DESIGNATED AGENT, IN SUFFICIENT COPIES AND AT SUCH TIME PRIOR TO THE NEXT REGULAR PLANNING COMMISSION MEETING AS PRESCRIBED BY THE PLANNING COMMISSION. THE ZONING ADMINISTRATOR SHALL CAUSE THE SUBMITTAL TO BE PLACED ON THE AGENDA OF THE NEXT REGULAR PLANNING COMMISSION MEETING.
- (B) THE PLANNING COMMISSION SHALL HAVE THE RESPONSIBILITY AND AUTHORIZATION TO APPROVE, DISAPPROVE, OR APPROVE SUBJECT TO CONDITIONS, THE SITE PLAN, IN ACCORDANCE WITH THIS CHAPTER AND THE PURPOSE OF THIS ORDINANCE.
- (C) ANY CONDITIONS OR MODIFICATIONS DESIRED BY THE PLANNING COMMISSION SHALL BE RECORDED IN THE MINUTES OF THE APPROPRIATE PLANNING COMMISSION MEETING AND SHOWN ON THE APPROVED SITE PLAN.
- (D) THREE (3) COPIES OF THE FINAL APPROVED SITE PLAN SHALL BE SIGNED AND DATED BY THE SECRETARY OF THE PLANNING COMMISSION. WHEN A VARIANCE IS ALSO INVOLVED, THESE COPIES SHALL ALSO BEAR A DATED SIGNATURE OF THE CHAIRMAN OF THE BOARD OF APPEALS. ONE OF THESE APPROVED COPIES SHALL BE KEPT ON FILE BY THE TOWNSHIP CLERK, ONE SHALL BE KEPT

ON FILE BY THE ZONING ADMINISTRATOR, AND THE OTHER SHALL BE RETURNED TO THE PETITIONER OR HIS DESIGNATED REPRESENTATIVE.

- (E) EACH DEVELOPMENT SHALL BE UNDER CONSTRUCTION WITHIN ONE (1) YEAR AFTER THE DATE OF APPROVAL OF THE SITE PLAN, EXCEPT AS NOTED BELOW.
- (1) THE PLANNING COMMISSION MAY GRANT ONE (1) SIX (6) MONTH EXTENSION OF SUCH TIME PERIOD, PROVIDED THE APPLICANT REQUESTS, IN WRITING, AN EXTENSION PRIOR TO THE DATE OF THE EXPIRATION OF THE SITE PLAN.
 - (2) THE EXTENSION SHALL BE APPROVED IF THE APPLICANT PRESENTS REASONABLE EVIDENCE TO THE EFFECT THAT SAID DEVELOPMENT HAS ENCOUNTERED UNFORESEEN DIFFICULTIES BEYOND THE CONTROL OF THE APPLICANT, AND THE PROJECT WILL PROCEED WITHIN THE EXTENSION PERIOD.
 - (3) IF NEITHER OF THE ABOVE PROVISIONS ARE FULFILLED OR THE SIX (6) MONTH EXTENSION HAS EXPIRED PRIOR TO CONSTRUCTION, THE SITE PLAN APPROVAL SHALL BE NULL AND VOID.

REVIEW STANDARDS: IN ADDITION TO ALL OTHER APPLICABLE REQUIREMENTS AND STANDARDS OF THE TOWNSHIP ZONING ORDINANCE, THE FOLLOWING SPECIFIC STANDARD (SEC. 19.10) SHALL BE USED TO GUIDE THE PLANNING COMMISSION IN ITS REVIEW OF THE SITE PLAN.

- ✓ LANDSCAPE PRESERVATION
 - PRESERVING LANDSCAPE IN ITS NATURAL STATE TO THE EXTENT PRACTICAL
 - MINIMIZING TREE AND SOIL REMOVAL
 - MAINTAINING GRADES TO CONFORM WITH NEIGHBORING PROPERTIES
 - BUFFERING FROM ADJOINING PROPERTIES
- ✓ RELATIONS OF BUILDING TO ENVIRONMENT
 - STRUCTURES RELATED HARMONIOUSLY TO TERRAIN AND OTHER BUILDINGS
 - CREATION OF FOCAL POINTS AND VIEWS
- ✓ DRIVES, PARKING AND CIRCULATION
 - LOCATION AND NUMBER OF ACCESS POINTS TO PUBLIC STREETS
 - WIDTH OF INTERIOR DRIVES AND ACCESS POINTS
 - INTERIOR CIRCULATION AND CROSS – ACCESS BETWEEN PROPERTIES
 - SHARED ACCESS ARRANGEMENTS
 - SEPARATION OF VEHICULAR AND PEDESTRIAN TRAFFIC
 - ARRANGEMENT OF SAFE AND CONVENIENT PARKING
 - HARMONIOUS WITH BUILDINGS, STRUCTURE AND NEIGHBORING
- ✓ SURFACE WATER DRAINAGE
 - ADEQUATE REMOVAL OF SURFACE WATER WITHOUT IMPACTING NEIGHBORING PROPERTIES OR PUBLIC SYSTEM.
 - PREFERRED USE OF UNDERGROUND STORM SEWER
 - MINIMIZE PONDING ON PAVED AREAS THAT MIGHT INTERFERE WITH VEHICULAR AND PEDESTRIAN MOVEMENT.
- ✓ UTILITY SERVICE
 - ELECTRIC AND TELEPHONE LINES UNDERGROUND
 - MINIMIZE VISUAL IMPACT OF ABOVE GROUND UTILITIES
- ✓ SPECIAL FEATURES
 - PROPER SETBACKS AND SCREENING FOR ALL OUTDOOR STORAGE, SERVICE, LOADING, PARKING, MACINERY PLACEMENT, ETC.
 - MINIMIZE IMPACT ON EXISTING OR FUTURE ENVIRONMENT AND SURROUNDING PROPERTIES.

If you have any questions or need additional information, contact the Zoning Department at 457-2690.